

**Executive Director Hiring Process**  
**Community Consulting Group**  
**8/26/08**

The Board is responsible for establishing the hiring process for the Executive Director. Although this process is tailored to reflect the specific conditions that exist for an organization, there are several general steps that will apply. Assumptions for this process include:

- A Board/staff hiring committee will be responsible for leading the hiring process,
- There is a desire to conduct an extensive search,
- The Board will conduct a final interview with the candidate(s) before deciding to hire.

<b>I. PREPARATION AND POSTING</b>	<b>WHO</b>	<b>BY WHEN</b>
1. Determine ED job description, salary and benefits range, timeline, and resources needed to conduct the process		
2. Identify information needed, questions, and a screening process to be used to evaluate the applications for position fit		
3. Determine who will be involved in process and interviews (including who/where to receive applications)		
4. Develop posting(s) and application form/additional questions		
5. Determine ad and places to post ad		
6. Post the job internally for 3 days prior to posting externally		
7. Post ads at identified locations		
<b>II. CANDIDATES SUBMIT THEIR RESUME AND APPLICATION (with responses to a number of questions)</b>		
8. Acknowledge receipt of resume, additional questions, and detail hiring process		
9. Committee members review and rank applications (use screening tool)		
10. Committee meets to select candidates for interviews		
11. Contact candidates to schedule interviews		
<b>III. CANDIDATES PARTICIPATE IN INTERVIEWS</b>		
12. Face-to-face interviews are held with candidates. Interviews consist of a presentation and a series of questions		

13. A presentation is made to the Management Team and _____ with Q&A		
14. A feedback survey is sent to everyone who attends the presentation		
15. All feedback on candidates is compiled and prepared for Board meeting		
<b>IV. COMMITTEE DECIDES WHO TO PRESENT TO THE BOARD</b>		
16. Check at least two references before making the selection.		
17. Committee meets to make final selection		
18. Committee develops presentation for board meeting with recommendation		
<b>V. BOARD SELECTS CANDIDATE TO OFFER POSITION</b>		
19. Candidate is presented to the Board for final interview before final decision		
20. Finalize salary and benefit package to offer candidate		
21. Contact preferred candidate to make offer		
22. Finalize offer and starting date		
23. Contact remaining candidates and notify them of decision		
<b>VI. PREPARE FOR NEW ED</b>		
24. Develop communication to send to grantees, committee members, and major funders/donors		
25. Develop press release		
26. Develop Board and staff orientation plan for new Executive Director		